



Changing Your EHRP Password

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Note: You **must** change your password the first time you access the system.

1. Go to **Home > PeopleTools > Maintain Security > Use > My Profile**
2. From the 'General Profile Information' tab click the 'Change Password' link
3. Enter your Current Password
4. Enter your New Password. Password Requirements and Protections are the following:
 - a. Password must contain a minimum of 8 non-blank characters
 - b. Password must contain at least one each of alpha and numeric characters
 - c. Password must contain at least one each of upper case and lower case letters
 - d. Password must contain at least one special character, e.g., #, *, @
 - e. Passwords are case sensitive
 - f. Passwords are set to expire every 90 days
 - g. Password will automatically disable after 3-failed log on attempts (Call NIH Help Desk at 6-EHRP to request that it be unlocked if this happens.)
5. Enter your New Password again to confirm
6. Select 'OK'
7. Click on 'SAVE' 

What to Do if You Forget Your Password

1. Contact the NIH EHRP Help Desk by any of the following methods:
 - Phone: 6-EHRP (301-496-3477)
 - Email: helpdesk@nih.gov
 - Website: (<http://support.nih.gov>)